

WORKFORCE PLANNING STATUS CHECK

Self-Assessment

The items below represent actions organizations typically take when implementing a workforce planning initiative. Your pattern of responses will give you a snapshot of the status of your workforce planning efforts.

ITEM	YES	NO	NOT SURE
1. We can identify our critical “must fill if vacant” positions.			
2. We know our current and projected turnover rates.			
3. We know why those who leave choose to do so.			
4. We know why those who stay choose to do so.			
5. Our strategic plan addresses the human resources needed to accomplish our goals and objectives.			
6. Our recruiting efforts identify and attract the kind of applicants we need.			
7. Our managers create a work climate that fosters retaining high performers.			
8. Employees have individualized training plans designed to support the organization’s mission.			
9. We use a variety of methods to assure transfer of knowledge by experienced employees prior to retirement			
10. We use employee surveys to identify opportunities for organizational improvements.			
11. We make optimum use of flexible work schedules, work arrangements such as telecommuting, dress codes, etc. throughout the organization.			
TOTALS			